



## NATIONAL LIBRARY OF SOUTH AFRICA

228 Johannes Ramokhoase Street  
Private Bag X397  
Pretoria  
0001

5 Queen Victoria Street  
Cape Town  
8001

### **APPOINTMENT OF SERVICE PROVIDERS TO SUPPLY, DELIVER AND INSTALL THE V-SHAPED GLASS PLATE DIGITISATION BOOK SCANNER AT THE NATIONAL LIBRARY PRETORIA CAMPUS**

**Bid No: NLSA 01/2025-2026**

Should you wish to deliver Bid documents, please note that the NLSA's working hours are from **08h00** to **17h00** on weekdays. Upon the submission of the Bid Documents Service Providers are requested to sign the register at reception.

#### **COMPULSORY BRIEFING SESSION. N/A**

**CLOSING DATE: 29 JANUARY 2026**

**TIME: 11H00**

BID DOCUMENTS ARE AVAILABLE ON

- NLSA website ([www.nlsa.ac.za/tenders-and-procurement](http://www.nlsa.ac.za/tenders-and-procurement))

**NB.** Completed Bid Documents must be deposited at the following address.

| ADDRESS                                                                           | CLOSING DATE           | TIME  |
|-----------------------------------------------------------------------------------|------------------------|-------|
| NLSA <b>Pretoria Campus</b> , 228<br>Johannes Ramokhoase<br>Street, Pretoria CBD. | <b>29 January 2025</b> | 11H00 |

## 1. BACKGROUND

1.1. National Library of South Africa (NLSA), hereafter referred to as NLSA, is a world class African National Library and Information Hub. The NLSA is responsible for collecting, recording, preserving, and making available the national documentary heritage of South Africa. The NLSA promotes awareness, appreciation, and access to published documents, nationally and internationally and in doing so contributes to the development and prosperity of South Africa. The NLSA has Campuses in Pretoria and Cape Town.

### 1.2. The objectives of:

- Preserve the Physical Integrity of the Material
- Achieve High-Quality, Accurate Digital Images
- Improve Long-Term Access and Usability
- Ensure Preservation Standards and Risk Management
- Optimize Workflow Efficiency and Productivity

## 2. SCOPE OF WORK

2.1. NLSA seeks to appoint an experienced service provider to supply, deliver and install the digitisation book scanner of high-precision imaging system designed for archival-grade digitisation of bound materials, including books, manuscripts, registers, and fragile volumes. The scanner should employ a V-shaped cradle and V-shaped glass plate to minimise stress on book spines while ensuring optimal page flatness and image quality. The system supports both automated and manual scanning workflows. The winning bid will ensure that training for five staff member is included in the quotation.

### 2.2 DIGITISATION SCANNER (Mandatory Equipment Requirements)

| Item | Description                                                                          | Yes / No |
|------|--------------------------------------------------------------------------------------|----------|
|      | <b>System Components</b>                                                             |          |
|      | V-Shaped Cradle                                                                      |          |
|      | Adjustable angle, typically 90°–120°.                                                |          |
|      | Independently movable left and right cradle plates to accommodate gutter variations. |          |
|      | Cushioned, archival-safe contact surfaces.                                           |          |
|      | Supports books from A6 to A1 (depending on model).                                   |          |
|      | Maximum book thickness: up to 15 cm (customisable).                                  |          |

|  |                                                                                                                                          |  |
|--|------------------------------------------------------------------------------------------------------------------------------------------|--|
|  |                                                                                                                                          |  |
|  | <b>V-Shaped Glass Plate</b>                                                                                                              |  |
|  | Mechanically or pneumatically actuated.                                                                                                  |  |
|  | Optical-grade, anti-reflective, low-iron glass.                                                                                          |  |
|  | Thickness: 6–10 mm.                                                                                                                      |  |
|  | Angle matched to cradle (variable or fixed).                                                                                             |  |
|  | Safety edges and controlled pressure to avoid damaging materials.                                                                        |  |
|  | Retractable for manual scanning mode.                                                                                                    |  |
|  | <b>Imaging Module</b>                                                                                                                    |  |
|  | Camera configuration positioned for left/right pages.                                                                                    |  |
|  | Sensor types: · CMOS APS-C or Full-Frame. · Minimum 50–100 MP per camera (depending on configuration).                                   |  |
|  | Lenses: Low-distortion, high-resolution prime lenses                                                                                     |  |
|  | LED lighting: · Flicker-free, low-heat, colour-neutral (CRI >95). · Evenly distributed, with optional side lighting for texture capture. |  |
|  | Image formats: · RAW (DNG), TIFF (uncompressed), JPEG (configurable).                                                                    |  |
|  | Resolution: · Up to 600 ppi at the centre and edges.                                                                                     |  |
|  | <b>Scanning Modes</b>                                                                                                                    |  |
|  | Automated glass plate lowering/raising.                                                                                                  |  |
|  | Automated page turning (optional module)                                                                                                 |  |
|  | Page-contact sensors                                                                                                                     |  |
|  | Operator command via UI                                                                                                                  |  |
|  | Programmable interval                                                                                                                    |  |
|  | Automatic page curvature correction and margin/gutter detection                                                                          |  |
|  | <b>Manual Mode</b>                                                                                                                       |  |
|  | Operator manually turns pages.                                                                                                           |  |
|  | Glass plate can be lowered manually or with assisted mechanism.                                                                          |  |
|  | Hand controls for cradle height/angle adjustments.                                                                                       |  |
|  | Touchscreen controls for image capture.                                                                                                  |  |
|  | Designed for delicate materials unsuited to automation.                                                                                  |  |
|  | <b>Parameter Specification</b>                                                                                                           |  |
|  | Scanning Range 620 x 420 mm (24.4 X 18 inch)                                                                                             |  |
|  | Scan Speed pages 400 per hour (automatic), 200 (manual)                                                                                  |  |
|  | Maximum Resolution Up to 600 ppi                                                                                                         |  |

|  |                                                                     |  |
|--|---------------------------------------------------------------------|--|
|  | Camera Resolution 50–100 MP per camera-High Quality CCD Line Sensor |  |
|  | Max Book Size Up to A1 (depending on model)                         |  |
|  | Colour Accuracy – 48/24 bit, colour 48/8-bit, greyscale 16/8 bit    |  |
|  | Lighting CRI - White LED's, classified, IEC 60825-1                 |  |
|  | Dimensions and Weight W:88cm / D 86 cm/ H: 167 cm/ 80 kg            |  |
|  | <b>Compliance &amp; Standards</b>                                   |  |
|  | ISO 19264 (Image Quality for Cultural Heritage Imaging).            |  |
|  | FADGI 4-Star & Metamorfoze compatibility.                           |  |
|  | CE / FCC / RoHS compliance.                                         |  |
|  | ISO 9706 considerations for archival-safe contact materials.        |  |

### 3. NLSA'S RIGHTS

3.1. The NLSA is entitled to amend any tender conditions, tender validity period, tender terms of reference, or extend the tender's closing date, all before the tender closing date. All Bidders, to whom the Bid documents have been issued and where the NLSA have record of such Bidders, may be advised in writing of such amendments in good time and any such changes will also be posted on the NLSA's website under the relevant Bid information. All prospective Bidders must, therefore, ensure that they visit the website regularly and before they submit their Bid response to ensure that they are kept updated on any amendments in this regard.

### 4. DURATION OF THE PROJECT

4.1. The duration of the contract is once off supply of the delivery of the equipment and installation, and should include 1 year warranty, with a two-year extended warranty. training of staff, and 3 years maintenance plan.

The appointed service provider(s) shall make an undertaking that the turnaround time to supply, deliver install, and train staff is within 120 days, unless specified otherwise or agreed in the Service Level Agreement (SLA).

## **5. CONDITIONS OF THE BID**

- 5.1. The NLSA reserves the right not to accept the lowest proposal.
- 5.2. The NLSA reserves the right not to award the contract.
- 5.3. The NLSA reserves the right to have any documentation, submitted by the successful Bidder checked or inspected by any other person or organisation.
- 5.4. The General Conditions of Contract will be applicable to this Bid.
- 5.5. The NLSA will not be held responsible for any costs incurred by the Bidder in the preparation and submission of the Bid.
- 5.6. The Bidder may be required to prepare for a possible presentation should the NLSA require such and the Bidder shall be notified thereof in good time before the actual presentation date. Such presentation may include a practical demonstration of products or services as called for in this Bid.
- 5.7. No upfront Payment will be done by NLSA.
- 5.8. The bid is valid for a period of 90 days and may be extended at the discretion of the NLSA.

## **6. EVALUATION CRITERIA**

### **6.1 Pre evaluation (standard bid documents)**

- 6.1.1 Fully Completed SBD 1, SBD 3.1, SBD 4, SBD 6.1, SBD 7.2 forms.
- 6.1.2 The bidder must be registered on the Central Supplier Database (CSD).

**NB: If there are any materials omission on the stated SBDs, bidders will be afforded a maximum of 2 working days to respond to the omission.**

### **6.2 SUBMISSION FORMAT**

Bid proposals should be submitted in the format as indicated below:

**NB! One (1) signed original Bid document and One (1) signed electronic copy on a USB or CD (PDF protected with a code).**

Bidders will be evaluated in two stages. First stage will be the technical evaluation and the second stage will be the price evaluation.

### 6.3 Evaluation stage one (1): Technical Evaluation

Bidders are expected to obtain a minimum of seventy (70) points out of one hundred (100) points available to proceed to the next evaluation stage. Failure to obtain the prescribed points will automatically disqualify the bidder from proceeding to the next evaluation stage.

| No |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Weight | Point | Score |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-------|-------|
| 1. | <p><b>Experience of the service provider in providing similar services as required by the NLSA</b> in the supply, deliver, and install.</p> <p>Provide five (5) contactable reference letters of the service provided within the past five (5) years. The reference letters must be on a signed company's letterhead including, contact name(s), address, phone number, date and period of the contracted project, a brief description of the services that you provided and the level of satisfaction from the client.</p> <ul style="list-style-type: none"> <li>• 5 and more reference letters with all the required elements listed = 60 points</li> <li>• 4 reference letters with all the required elements listed = 48 points</li> <li>• 3 reference letters with all the required elements listed = 36 points</li> <li>• 2 reference letters with all the required elements listed = 24 points</li> <li>• 1 reference letter with all the required elements listed = 12 points</li> <li>• 0 reference letters = 0 points</li> </ul> <p>NB. If a reference letter does not meet all the requirements listed, it will not be considered.</p> | 60     |       |       |
| 2  | <p><b>Detailed Proposal with photos / brochure / catalogue with description of items to be supplied.</b></p> <p>The proposal must cover all elements as per scope of work in section 2.2 above</p> <ul style="list-style-type: none"> <li>• Proposal with 100% of items ticked as yes in section 2.2 = 40 points</li> <li>• Proposal with less than 100% of items ticked as yes in section 2.2 = 0 points</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 40     |       |       |

|  |                                                     |            |
|--|-----------------------------------------------------|------------|
|  | <b>TOTAL POINTS</b>                                 | <b>100</b> |
|  | <b>Minimum points to pass this evaluation stage</b> | <b>70</b>  |

## 6.4 Evaluation Criteria Stage 2: Pricing

### Preference Point System

In terms of Regulation 5 of the Preferential Procurement Regulations of 2022/23, Gazette Number 47452 dated 4 November 2022 pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), responsive bids will be adjudicated by the State on the 80/20-preference point in terms of which points are awarded to bidders based on: -

- The bid price (maximum 80 points)
- Specific Goals (maximum of 20 points):

The following formula will be used to calculate the points out of 80 for price in respect of an invitation for a tender, inclusive of all applicable taxes.

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where-

$P_s$  = Points scored for price of tender under consideration;

$P_t$  = Price of tender under consideration; and

$P_{\min}$  = Price of lowest acceptable tender.

- Specific Goals (maximum of 20 points): -

### **Company Ownership:**

- Companies with 100% black ownership will receive 20 points.
- Companies with less than 100% black ownership will receive 10 points.

### **NB. Submit certified sworn affidavit or BEE certificate as evidence**

NB: Add yearly escalation of unit price per item over three-year period (see example below)

## DIGITISATION SCANNER

| Item | Description                            | Unit price<br>year one | Unit price<br>year two | Unit price<br>year three |
|------|----------------------------------------|------------------------|------------------------|--------------------------|
|      | <b>Digitisation Book Scanner</b>       |                        |                        |                          |
| 1.   | Delivery and Installation              |                        |                        |                          |
| 2.   | Warranty                               |                        |                        |                          |
| 3.   | Extended Warranty                      |                        |                        |                          |
| 4.   | Three Year Maintenance (SLA)           |                        |                        |                          |
| 5.   | Training of End User (5 Staff members) |                        |                        |                          |
|      | <b>TOTAL</b>                           |                        |                        |                          |

\*Please provide a detailed breakdown of the costs associated with the Digitisation Book Scanner, including the price of each line item. Additionally, please specify the warranty period for the scanner, the maintenance schedule that will commence after the warranty period and continue for a three-year period, and the training costs for end users. Finally, please provide the total cost of the scanner.

## 7. ENQUIRIES

**All enquiries regarding this tender must be directed to the SCM Office:**

For any Bid related enquiries please sent to the following email address quoting the Bid Number.

Description as a Reference; [kenny.netshiongolwe@nlsa.ac.za](mailto:kenny.netshiongolwe@nlsa.ac.za) OR (012) 401 3017/9700/81