



## NATIONAL LIBRARY OF SOUTH AFRICA

228 Johannes Ramakhoase Street  
Private Bag X397  
Pretoria  
0001

5 Queen Victoria Street  
Cape Town  
8001

### TERMS OF REFERENCE/SPECIFICATIONS FOR PROCUREMENT OF AN EMAIL ARCHIVING AND EMAIL SECURITY TOOL

**CLOSING DATE: 08 February 2024**

**TIME: 11H00**

#### 1. BACKGROUND

- 1.1 The National Library of South Africa, 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 National Library of South Africa seeks to acquire an email archiving and email security tool.

#### 2. SCOPE OF WORK

- 2.1 The email archiving tool should be able to store, retrieve and produce such reports for a period of more than 25 years for 150 employees.
  - **Email Continuity** - It must be always available.
  - **Email Archiving** - Be able to store Terabytes of emails with no additional charge for storage as email sizes grow.
    - Store the emails in triplicate and be a true back up copy of the emails. Litigation hold is not sufficient as this is one copy of the email.
  - **Secure Email Gateway** - Stop malicious and unwanted emails.
    - Antivirus and Anti-Spam – Deliver comprehensive protection via multilayered engines with an optimum mix of proprietary and best-of-breed third-party technology.
    - Data Loss Prevention – Protect your sensitive and confidential information from accidental or intentional exposure with fine-grained policy controls.

- Signature Disclaimer and Management – Achieve consistency in all email communications with email signature and disclaimer management based on Active Directory credentials.
  - End User Productivity Applications – Boost employee productivity with self-service security, email, and archive access features with apps built for Outlook, mobile, Mac and Web.
  - Intelligent Email Routing – Support complex on-premises, cloud, or hybrid email environments and achieve rapid email system integration or separation associated with a merger, acquisition, or divestiture.
- **Targeted Threat Protection** Protect against impersonation, ransomware, and business email compromise attacks.
    - Impersonation Protection – Protect against social engineering attacks, including business email compromise, CEO fraud, and phishing.
    - URL Protection – Protect employees against malicious websites containing malware, phishing, and other threats through URL rewriting and on-click deep site inspection.
    - Attachment Protection – Defend against infection from weaponized attachments often used in ransomware, keylogger, Trojan, and spyware attacks with multilayered inspection, including advanced static and dynamic analysis.

### **3. NLSA'S RIGHTS**

3.1 The NLSA is entitled to amend any RFQ conditions, validity period, terms of reference, or extend the closing date, before the RFQ closing date. All Bidders, to whom the quotation documents have been issued and where the NLSA has 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 quotation response to ensure that they are kept updated on any amendments in this regard.

### **4. DURATION OF THE PROJECT**

4.1 The appointed service provider shall make an undertaking to Supply and configure the required solution within 90 days after a Purchase Order has been issued.

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

- a. The NLSA reserves the right not to accept the lowest proposal.
- b. The NLSA reserves the right to appoint one or more Bidders.
- c. The NLSA reserves the right not to award the contract.
- d. The NLSA reserves the right to have any documentation, submitted by the successful Bidder checked or inspected by any other person or organization.
- e. The NLSA will not be held responsible for any costs incurred by the Bidder in the preparation and submission of the RFQ.

- f. No upfront Payment will be done by NLSA.
- g. All delivery of the requested equipment must be made at the specified campus.
- h. The NLSA reserves the right to purchase and request delivery of the equipment in phases.
- i. The quotations shall remain valid for a period of 60 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 4 and SBD 6.1 forms.

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## 7. Pricing Evaluation (80/20 Preferential Procurement point)

### 7.1 The bided price (maximum 80 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.

### 7.2 Specific Goals (maximum of 20 points):

Specific Goals	Points
100% Black owned	20 points if the bidder is 100% Black owned. 10 points if the bidder is less than 100% Black owned. Proof – CSD report

7.3 Provide detailed quotation covering the service to be provided as per the scope of work.

## 8. ENQUIRIES

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

For any RFQ related enquiries please sent to the following email address quoting the Bid Number, Bid Description as a Reference; [quotations@nlsa.ac.za](mailto:quotations@nlsa.ac.za) OR [Lebogang.Maleka@nlsa.ac.za](mailto:Lebogang.Maleka@nlsa.ac.za) (012) 402 3017