



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 THE APPOINTMENT OF AN EXPERIENCED SERVICE PROVIDER FOR THE SUPPLY AND INSTALLATION OF ADDITIONAL CCTV CAMERAS AT NATIONAL LIBRARY OF SOUTH AFRICA (NLSA) SITUATED AT NUMBER 5 AND 62 QUEEN VICTORIA STREET, CAPE TOWN.

NB. NB: All proposal/quotation must be submitted to Quotations@nlsa.ac.za, kindly note that failure to submit via this email address will result in your proposal /quotation being rejected and disqualified.

NON-COMPULSORY BRIEFING SESSION DATE: 04 DECEMBER 2025 Time: 10H00

ADDRESS OF THE BRIEFING SESSION: @ 5 Queen Victoria Street, Cape Town

CLOSING DATE FOR QUOTATIONS: 10 DECEMBER 2025 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

1.2 The National Library of South Africa seek to appoint an experienced service provider / contractor to supply, install and commission the additional CCTV cameras at its two sites in Cape Town, situated at number 5 and 62 Queen Victoria Street

2. SCOPE OF WORK

2.1 The supply, installation and commissioning of 27 CCTV cameras

Item	Description	Quantity
Cameras	Hikvision 4mp 2.8mm 30m IR IP Dome camera	27
Recorder	Hikvision 64ch NVR with 4sata bays 400mbps bandwidth with HDMI/VGA outputs	1
HDD	Skyhawk surveillance hard drive 6tb 3.5	2
Monitor	43inch LED monitor with HDMI/VGA inputs	2
Power supply	Sherlo 6.4amp 12v PSU with dual outputs	6
Battery	Secure Prod 12v 18ah SLA battery	6
Cable	Cat6e UPT solid copper 4 pair 500m	5
Junction box	100mm x 100mm camera mounting box	27
Switch	8 port POE gigabit switch with uplink ports	6
Switch	16 port POE gigabit switch with uplink ports	2
Door controller	Hikvision 4 door controller	6
Sundries	Rj45, boots, cable ties, conduits, saddles, couplings etc	1

3. NLSA'S RIGHTS

3.1 The NLSA is entitled to amend any RFQ conditions, RFQ validity period, RFQ terms of reference, or extend the RFQ's closing date, all before the RFQ 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 This is a once off supply, installation and commissioning

5. CONDITIONS OF BID

5.1 The NLSA reserves the right not to accept the lowest proposal.

5.2 The NLSA reserves the right to appoint one or more Bidders.

5.3 The NLSA reserves the right not to award the contract.

5.4 The NLSA reserves the right to have any documentation, submitted by the successful Bidder checked or inspected by any other person or organisation.

5.5 The NLSA will not be held responsible for any costs incurred by the Bidder in the preparation and response to this RFQ.

5.6 No upfront Payment will be done by NLSA.

5.7 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. Mandatory Pre-Evaluation (standard bid documents)

6.1.1. Fully completed SBD 4, and SBD 6.1

6.1.2. All Bidders must be registered on the National Treasury Central Supplier Database (CSD) and must attach a copy of the most recent report.

6.2 Evaluation Stage Two (2): Technical Evaluation

Evaluation Stage Two (2): 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	Element	Weighted
	Technical	
1.	Bidders Experience • Provide reference letters on client's official letterhead for CCTV, Access control or related installations successfully done in the past five years. • Reference letters to include the scope of work, date, duration of the project, signed by referee and level of satisfaction. @ 100 points = 5 contactable references with all the above requirements met @ 80 points = 4 contactable references with all the above requirements met @ 60 points = 3 contactable references with all the above requirements met @ 40 points = 2 contactable references with all the above requirements met @ 20 points = 1 contactable reference with all the above requirements met @ 0 points = no reference letters or not all requirements met.	100
	TOTAL POINTS	100
	Minimum points to pass this evaluation stage	70

7. PRICING

7.1 Provide a detailed quotation (on your company letterhead) as per the following:

Services Rendered	Price
The supply, installation and commissioning of cameras etc. as per above-mentioned scope of work	

Identified Specific Goals and their weights:

- Locality = 20 Points if the bidder is in the Western Cape and 10 points if bidder not based in Western Cape (CSD).

ENQUIRIES

All inquiries about this RFQ must be directed to the SCM Office:

For any RFQ-related inquiries please send to the following email address quoting the Bid Number,
Bid

Description as a Reference; Patience.Shiburi@nlsa.ac.za and quotations@nlsa.ac.za OR (012) 401
9770/9700/81