



## NATIONAL LIBRARY OF SOUTH AFRICA

228 Johannes Ramakhoase Street  
Private Bag X397  
Pretoria  
0001

5 Queen Victoria Street  
Cape Town  
8001

### TERMS OF REFERENCE FOR ANNUAL LICENSE FOR CLOUD-BASED PRODUCTIVITY PLATFORM SOLUTION.

**CLOSING DATE: 17 May 2024**

**TIME: 11:00**

Should you want to submit quotation, please submit to the email: [Quotations@nlsa.ac.za](mailto:Quotations@nlsa.ac.za)

#### 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.

#### 2. SCOPE OF WORK

- 2.1. NLSA seeks to appoint a service provider to renew the licenses for the current Cloud-based Productivity Platform solution.
- 2.2. The licenses should be valid for one year (12 months).
- 2.3. The NLSA requires **250** licenses for the Cloud-based Productivity Platform Solution.

#### 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.

#### 4. DURATION OF THE PROJECT

4.1. The appointed service provider shall make an undertaking that the delivery shall be concluded withing 30 days after issuing the Purchase Order.

#### 5. CONDITIONS OF RFQ

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 submission of the RFQ.

5.6. No upfront Payment will be done by NLSA.

5.7. The quotation is valid for a period of 30 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.

##### 6.2. Mandatory -Pre evaluation

6.2.1. A letter/certificate from the solution provider should be included which states that the service provider is an approved reseller of the solution.

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

| Technical specification/requirement              | Yes/No |
|--------------------------------------------------|--------|
| Service provider to submit a detailed quotation. |        |

**NB: Bidders who fail to meet all the technical requirements would not be considered for the pricing evaluation stage.**

##### 6.4. 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): -

100% Black owned (20 points), 10 points for other than 100% black owned.

## 6.5. Evaluation Criteria Stage 2: Pricing

6.5.1. Quotation must provide a pricing schedule which clearly sets out the cost of providing the services including any applicable charges.

6.5.2. The pricing schedule must clearly indicate the unit or item price as well as total price for the requested.

6.5.3. **All cost items must be inclusive of VAT.**

## 7. 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 RFQ Reference Number, Bid. Description as a Reference; [patience.shiburi@nlsa.ac.za](mailto:patience.shiburi@nlsa.ac.za) and [quotations@nlsa.ac.za](mailto:quotations@nlsa.ac.za) OR (012) 401 3017/9700/81