



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 20 VERIFICATION DEVICES LOADED WITH SOFTWARE & TRAINING TO CONDUCT A PHYSICAL VERIFICATION OF LIBRARY COLLECTIONS

CLOSING DATE: 29 January 2025

TIME: 11H00

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.

1. BACKGROUND

The NLSA is a world class African national library and information hub. It is the mission of the NLSA to build, record, preserve, conserve and make available a complete South African documentary heritage fostering a reading nation towards an informed citizenry.

The NLSA is listed under schedule 3A of the Public Finance Management Act, Act No. 1 of 1999 as amended (PFMA). The NLSA adopted the Generally Recognized Accounting Practices (GRAP) Framework for financial reporting purpose consistent with section 55 of the PFMA. To achieve fair presentation of the annual financial statements, the NLSA is required have a complete and accurate asset register.

The National Library of South Africa (NLSA) is soliciting quotations from Service Providers for the procurement of 20 verification devices with software & training to conduct a stock take/verification of all documentary heritage assets.

2. SCOPE OF WORK

The NLSA requires software that could assist with the stock take/ annual verification of all documentary heritage assets located the Pretoria campus for 20 users.

The supply of 20 verification devices with software & training for the Pretoria campus.

- Supply of Android Devices, with software that has the following capabilities:
 - Mandatory fields on verification software - title, author, ISBN, publisher, publication date, edition statement, barcode, type of material, location, shelf, price of item, date of receipt.
 - The system must allow for a database per location or collection to be imported.
 - The system must allow for scanning of a barcode and/or ISBN. The software must search for the record on the database, populate the record on the device by the specific location/collection for the verification of the asset.
 - If a record requires updating/correcting existing specific fields, the software should allow for the required updates/correction,
 - Where an asset is not found on the database and requires addition, the software should have OCR capabilities to minimize/eliminate manual capturing.
 - The software must have both online and offline capabilities to avoid any downtime.
 - Synchronization of data must be instant regardless of your location.
 - When online the system should automatically synchronize verified information
 - Dashboard reports on overall verification status must be available.
 - The software should have the ability to extract reports in various formats for updating of our database such as excel,
 - The software should produce reports that indicate the following per location and verifier with a date/time stamp:
 - records verified,
 - records not verified,
 - updated existing records reflecting fields updated,
 - detailed exception reports such as barcode updates, location updates, new additions and assets not verified/missing.
 - new records captured ensuring that all mandatory fields are completed.
 - total statistics of verified collections per staff member and per collection.
 - audit trail on records on records verified and records modified.

- Provide training & support for the Pretoria campus staff using the software.

3. NLSA'S RIGHTS

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 provide the 20 verification devices, software, training as a once-off.

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

6.1.1. Fully completed SBD 4 and 6.1 forms.

- 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. The bids will be evaluated in 2 phases, phase 1 is the technical evaluation and phase 2 is the pricing evaluation. A minimum of 70 points is required in the technical evaluation prior to moving to pricing.

Evaluation Stage Two (1): Technical Evaluation

Requirement	Technical Specification	Yes/No
Verification Devices loaded with software	20 Android Verification Devices loaded with verification software must include the following to allow for the stock take/annual verification process: ➤ Mandatory fields on verification software - title, author, ISBN, publisher, publication date, edition statement, barcode, type of material, location, shelf, price of item, date of receipt. ➤ The system must allow for a database per location or collection to be imported. ➤ The system must allow for scanning of a barcode and/or ISBN. The software must search for the record on the database, populate the record on the device by the specific location/collection for the verification of the asset. ➤ If a record requires updating/correcting existing specific fields, the software should allow for the required updates/correction, ➤ Where an asset is not found on the database and requires addition, the software should have OCR capabilities to minimize/eliminate manual capturing. ➤ The software must have both online and offline capabilities to avoid any downtime. ➤ Synchronization of data must be instant regardless of your location. ➤ When online the system should automatically synchronize verified information ➤ Dashboard reports on overall verification status must be available. ➤ The software should have the ability to extract reports in various formats for updating of our	70

	database such as excel, ➤ The software should produce reports that indicate the following per location and verifier with a date/time stamp: ○ records verified, ○ records not verified, ○ updated existing records reflecting fields updated, ○ detailed exception reports such as barcode updates, location updates, new additions and assets not verified/missing. ○ new records captured ensuring that all mandatory fields are completed. ○ total statistics of verified collections per staff member and per collection. ○ audit trail on records on records verified and records modified.	
Training on verification Tool	Training for 20 staff on the use of the application	30

Only those service providers/contractors who responded exactly as per the scope of work and to the satisfaction of the NLSA shall be considered.

6.3. Pricing Phase 2

N.B. To qualify for phase 2 a bidder must have obtained a minimum of 70 points.

6.3.1. Provide a detailed costing (on the company letterhead) as per the following items for the valuers, travel and support (Inclusive of VAT)

6.3.2. The following formula must be used to calculate the points out of 80 for price in respect of an invitation for a tender with a Rand value equal to or below R50 million, inclusive of all applicable taxes:

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

Ps = Points scored for price of tender under consideration;
Pt = Price of tender under consideration; and
Pmin = Price of lowest acceptable tender.

Identified specific goals and their weights:

- Locality = 10 Points if the bidder is in Tshwane, 5 points if bidder is outside Tshwane (Municipal account as evidence)
- Companies with 100 % black-ownership = 10 points, 5 points with less than 100% black ownership (CSD Report)

7. ENQUIRIES

All inquiries regarding this BID must be directed to the SCM Officer:

For any BID related inquiries please send to the following email address quoting the Bid Number, Bid Description as a Reference Judy.Moshige@nlsa.ac.za and Quotations@nlsa.ac.za OR (012) 401 9766/3020

for technical related inquiries to rani.padayachee@nlsa.ac.za