



## NATIONAL LIBRARY OF SOUTH AFRICA

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0001

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### TERMS OF REFERENCE/SPECIFICATIONS FOR PROCUREMENT OF A SERVICE PROVIDER TO RENDER TRAINING TO LIBRARIANS IN COPYRIGHT LAWS IN RELATION TO THE PROVISION OF LIBRARY AND INFORMATION SERVICE

**CLOSING DATE: 13 FEBRUARY 2024**

**TIME: 11H00**

**NB.** Note that Saturday will be treated as the normal working day. Should you want to submit quotation, please submit to the email: [Quotations@nlsa.ac.za](mailto:Quotations@nlsa.ac.za)

#### 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 appoint a service provider to provide training for managers and librarians.

## 2. SCOPE OF WORK

- Provide online training for 50 library Managers and Supervisors in advance copyright law; and
- Provide online training for 350 librarians in basic copyright law.

• Quantity	Duration	Platform
50 trainees	One day	Online
360 trainees	9 days	Online

Scope of work

The possible focus areas would be as follows but not limited to:

### **Group 1: Advanced copyright**

#### **PART 1: Advanced copyright Training**

- Fundamentals of Copyright Act
- Authors' rights, limitations, exceptions to these rights for public access to libraries and archives
- Use and sharing of information on platforms such as the internet, social media, e-resources, and open access.
- How copyright challenges reference digital spaces.
- Current challenges experienced by information workers such as librarians, archivists, etc.
- Current trends
- Fundamentals of mentorship and relevance to the development of a learning culture.

### **Group 2: Basic copyright**

#### **PART 2: Basic Copyright Training**

- Copyright basics- introduction to the concept of copyright
- Navigating copyright for libraries
- Protection of crafts
- Impact of printing and copying

- Control mechanisms
- Impact of technology

### **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 quotation 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 quotations 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 train (50 trainees in advanced copyright training and 360 trainees in basic copyright training) within 7 days after a Purchase Order is issued.

### **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 Bidder.
- 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 organization.
- 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 NLSA reserves the right to purchase and request delivery of the equipment in phases.
- 5.8** The quotations shall remain valid for a period of 30 days and may be extended at the discretion of the NLSA.
- 5.9** All information shall be treated as confidential in terms of the provisions of the POPI Act.

## 6. EVALUATION CRITERIA

### 6.1. Standard bid documents

Fully completed SBD 4 and SBD 6.1 forms

### 6.2 Prospective bidder's must be registered on Central Supplier Database

NB: Failure to comply with the above requirements will result in disqualification.

## 7. TECHNICAL EVALUATION

Bidders are required to score a minimum of 70 points to pass technical evaluation and proceed to the next stage of evaluation.

NO	ELEMENT	WEIGHTED
	<b>TECHNICAL</b>	100
1.	<b>Methodology</b>  The bidder must attach project methodology that includes the following: <ul style="list-style-type: none"><li>• Training plan; and</li><li>• Timeframes &amp; Schedule</li></ul> 40 Points - Proposal meet all 2 above requirements fully met.  20 Points – Proposal meet 1 of the above requirements.  0 Points - Proposal does not include all the required information.	40
2.	<b>Experience of Key Personnel</b>  The bidder's must demonstrate experience in offering employee training / workshops in copyright law and related	30

	<p>subjects within the space of library and information services by submit a CV of the facilitator/ person who will be conducting the training sessions. Copies of relevant qualifications must also be submitted:</p> <p>30 Points = 7 years and above of experience demonstrated</p> <p>20 Points = 4 – 6 years of experience demonstrated.</p> <p>10 Points = 1 – 3 years of experience demonstrated</p> <p>0 Points = Less than one year of experience demonstrated</p>	
<b>3.</b>	<p><b>Contactable References</b></p> <p>Provide three (3) reference letters,</p> <ul style="list-style-type: none"> <li>•Which must be signed by the client,</li> <li>•Must be in an official letterhead of the client,</li> <li>•Reference letters are to include the scope of the training.</li> </ul> <p>30 -points = 3 contactable references with all the above requirements</p> <p>20 - points = 2 contactable references with all the above requirements</p> <p>10 points = 1 contactable reference with all the above requirements</p>	30

## **8. PREFERENCE POINT SYSTEM.**

**8.1** 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 on the basis of:

## 8.2 The bided price (maximum 80 points)

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:

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

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

$P_t$  = Price of tender under consideration; and

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

## 8.3 SPECIFIC GOALS

7.2 Specific Goals – Ownership	Points
100% Black Ownership	20 Points - 100% Black Ownership
	10 Points – Less than 100% Black Ownership

## 9. PRICING

- 9.1. Quotation must provide a pricing schedule which clearly sets out the cost of providing the goods including any applicable charges.
- 9.2. The pricing schedule must clearly indicate the unit or item price as well as total price for the requested.
- 9.3. All cost items must be inclusive of VAT.

## 10. 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, BidDescription 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 9770/9700/81