



NATIONAL LIBRARY OF SOUTH AFRICA

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Cape Town
8001

TERMS OF REFERENCE FOR THE PROCUREMENT OF SERVER ENVIRONMENTAL MONITORING SOLUTION (2 DEVICES/UNITS LICENCED FOR 12 MONTHS).

CLOSING DATE: 28 November 2024

TIME: 11:00

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

1. BACKGROUND

The National Library of South Africa (NLSA) is a premier African institution tasked with the collection, preservation, and dissemination of South Africa's national documentary heritage. As a custodian of this heritage, NLSA promotes awareness, appreciation, and access to published works both nationally and internationally, contributing significantly to the country's cultural development and prosperity. The NLSA operates from its campuses located in Pretoria and Cape Town.

2. SCOPE OF WORK

- 2.1. The scope of work for implementing a Server Environmental Monitoring Solution includes monitoring and infrastructure security systems.
- 2.2. The unit should offer a multi-level monitoring platform – including temperature, humidity, door contact, dry contact, smoke, spot leak and rope leak monitoring.
- 2.3. The unit should have video surveillance and monitoring capabilities to record human activity, enabling users to detect intrusions.
- 2.4. Additional features on the system include integration with our centralised software through appliance level user-defined alerts.

2.5. The unit should be used in stand-alone network closets to complete data centres. This scalable suite of networked appliances, sensors, biometric access controls and cameras is designed to safeguard environments ranging in size.

2.6. The modular design should allow for multiple sensors within the unit platform and its expansion modules. Optional user-defined alerts can be sent in a variety of formats and are easily integrated into event escalation policies.

2.7. The following are the technical specifications for the unit:

2.7.1. Up to 4 integrated cameras

2.7.2. Internal standby battery

2.7.3. A and B Bus for sensor modules to expand the capacity up to 66 universal sensors

2.7.4. 48 Port dry-contact expansion module

2.7.5. Universal sensors for temperature, humidity, water detection, dry-contacts, door switches, smoke detection, perimeter leak detection

2.7.6. Wireless sensor module with wireless temperature, humidity and pressure sensors

2.7.7. 4-20mA expansion module

2.7.8. Access module with integrated biometric access control

2.7.9. Modular architecture for easy expansion

2.7.10. SNMP monitoring capability for UPSs and PDUs

2.7.11. Email SMS and SNMP notification

2.8. The winning bidder shall deliver the devices/units at the Pretoria and Cape Town campuses ICT server rooms (**1 unit per campus**).

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 within 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:

- 6.2.1. **Bidder to produce letter/certificate stating that the bidder is authorized to provide the proposed solution.**
- 6.2.2. **Datasheet for the solution proposed to ensure that all requirements are met.**
- 6.2.3. **Certification:** Project Management certification (PRINCE2)

6.3. 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-

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

- Specific Goals (maximum of 20 points): 100% Black owned (20 points), 10 points for other than 100% black owned.

6.4. Evaluation Criteria Stage 2: Pricing

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

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

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

6.5. Pricing schedule for NLSA Server and Application Monitoring Solution

Item	Description	Unit Cost (ZAR)	Quantity	Total Cost (ZAR)
1. Solution Procurement	Server Environmental Monitoring Solution			
2. Configuration and Setup				
2.1. Initial Configuration	Setup and configure the units at the two NLSA server rooms.			
3. Training				
3.1. Administrator Training	Training for m administrators on solution navigation and management			
3.2. Training Manuals	Comprehensive training manuals for administrators			
4. Maintenance and Support				
4.1. Annual Maintenance	Yearly maintenance and support services for the cybersecurity solution			
4.2. Technical Support	Ongoing technical support and troubleshooting			
6. Total Project Cost				

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; judy.moshige@nlsa.ac.za and quotations@nlsa.ac.za OR (012) 401 9766