



NATIONAL LIBRARY OF SOUTH AFRICA

228 Johannes Ramakhoase Street
Private Bag X397
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0001

5 Queen Victoria Street
Cape Town
8001

TERMS OF REFERENCE/SPECIFICATIONS FOR THE PROCUREMENT OF SOFTWARE LICENCE TO CONDUCT VERIFICATION OF HERITAGE ASSETS AT NATIONAL LIBRARY OF SOUTH AFRICA, PRETORIA AND CAPE TOWN CAMPUS.

CLOSING DATE: 25 March 2026

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

- 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, as part of compliance with legislation and GRAP 103 Accounting Standards, the NLSA requires 25 software licenses for the verification of documentary heritage.

2. SCOPE OF WORK

- 2.1. The NLSA requires a heritage asset verification software that can assist with the stock take/ annual verification of all documentary heritage assets located at various campuses (Pretoria & Cape Town). The software must be compatible with Android devices.

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 duration of the contract is 12 months.

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 Bidder.
- c. The NLSA reserves the right not to award the contract.
- d. The NLSA reserves the right to accept part of the offer.
- e. The NLSA reserves the right to have any documentation, submitted by the successful Bidder checked or inspected by any other person or organisation.
- f. The NLSA will not be held responsible for any costs incurred by the Bidder in the preparation and submission of the RFQ.
- g. No upfront Payment will be done by NLSA.
- h. All delivery of the requested equipment must be made at the specified NLSA campus.
- i. The NLSA reserves the right to purchase and request delivery of the equipment in phases.
- j. 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. Pre evaluation (standard bid documents)

6.1.1. Fully completed SBD 4, SBD 6.1.

6.1.2. Prospective service providers must be registered on Central Supplier Database

6.2. Evaluation stage 2:

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

6.2.2 Please indicate whether the software solution/service provider would be able to meet the **MANDATORY** requirements outlined below by marking **YES** or **NO**.

No	Item and description	Available (Yes/No)
1.	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.	
2.	The system must allow for a database per location or collection to be imported.	
3.	The software must allow for scanning of a barcode or ISBN. The imported database must search for the record, populate it on the device at the specific location/collection for asset verification.	
4.	If a record requires updating or correcting specific fields, the software should allow for the required updates/corrections.	
5.	Where an asset is not found on the database and requires addition, the verification tool should have OCR capabilities to minimise/eliminate manual capturing.	
6.	The software must have both online and offline capabilities to avoid any downtime	
7.	Synchronization of data must be instant, regardless of your location	
8.	When online, the software should automatically synchronize verified information	
9.	Dashboard reports on the overall verification status must be available	
10.	The system should have the ability to extract reports in various formats for updating our database, such as Excel or CSV or similar	
11.	The system 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, new records captured, ensuring that all mandatory fields are completed. The system should also include an audit trail.	
12.	Provide training and ongoing support for both Pretoria and Cape Town campuses for 25 staff members.	

7. PRICING

- 7.1. Provide detailed quotation covering the service to be provided as per scope of work.
- 7.2. Pricing schedule must clearly indicate the unit or item price as well as total price for the requested.
- 7.3. Only those service providers/contractors who responded exactly as per the scope of work and to the satisfaction of the NLSA shall be considered.

8. Pricing Evaluation (80/20 Preferential Procurement point)

8.1 The bided price (maximum 80 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.

8.2. Specific Goals (maximum of 20 points):

Specific Goals	Points
100% Black owned	100% Black owned - 20 points. Less than 100% Black owned - 10 points.

8.3 Provide detailed quotation covering the service to be provided as per scope of work.

9. ENQUIRIES

All enquiries regarding this RFQ must be directed to the SCM Office:

For any RFQ related enquiries 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) 402 3017