



## 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 THE APPOINTMENT OF A CONTRACTOR FOR THE REPAIRS AND MAINTENANCE OF ACCESS CONTROL AND CCTV SYSTEMS ON PRETORIA CAMPUS FOR A PERIOD OF TWELVE MONTHS.

**CLOSING DATE: 25 APRIL 2024**

**TIME: 11:00**

**NB.** Note that Saturday will NOT be treated as a normal working day. Should you want to submit a quotation, please email it to: [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 in its efforts to provide security to its facilities, assets, and personnel through reliable ACCESS CONTROL and CCTV Systems, seeks to appoint an experienced service provider for a period of twelve months to perform preventative, corrective maintenance and repairs at the National Library of South Africa's Pretoria Campus located at 228 Johannes Ramakhoase Street, Pretoria.

## **2 SCOPE OF WORK**

The scope of work includes monthly routine services and corrective maintenance. This scope covers two main systems: the CCTV and the ACCESS CONTROL Systems.

### **2.1 CCTV System**

#### **2.1.1 Equipment List**

1x Main Server Rack

2x Computer Box (CPU)

5x DVR

2x UPS Units

9x 24 Port Switches

106 Cameras

8x Monitors (43") in the Security Control Room

#### **2.1.2 Detailed Scope (CCTV)**

- i. Check the history of the system since the last maintenance.
- ii. Backup all video data.
- iii. Visually inspect all major components (including cable and connections) for signs of deterioration or damage and rectify as necessary.
- iv. Check all control equipment (e.g., monitors, DVRs, multiplexers, telemetry units) for correct operation and programming (inc. time/ date settings).
- v. Clean camera lenses and housing as necessary.
- vi. Inspect brackets, towers, and associated fittings for corrosion or damage. Ensure clamping bolts/brackets are tightened correctly.
- vii. Check lenses for correct focusing and operation of auto-ins and adjust as necessary.
- viii. Check lenses for correct field of view and adjust as necessary.
- ix. Check operation of infrared units and photocells (where fitted).
- x. Check the satisfactory transmission of images to the remote sites (where applicable).

- xi. Repair any minor faults.
- xii. Log test results.
- xiii. Return system to operational status.

## **2.2 ACCESS CONTROL SYSTEM**

### **2.2.1 Equipment List (2k Biosecurity)**

27x Controllers (each box has 1x Battery)

216x Door Readers/Detectors

9x 24 Switches located across the building

### **2.2.2 Detailed Scope (Access Control)**

- xiv. Check the history of the system since the last maintenance visit.
- xv. Check mains and standby power supplies including charging rates.
- xvi. Check all control equipment (e.g., readers, pin-pads, locks, strikes, closures) for correct operation and programming (inc. time/date settings).
- xvii. Check input/output controllers for correct operation.
- xviii. Back-up historic data and database.
- xix. Carry out minor adjustments and repairs.
- xx. Log test results.
- xxi. Return system to operational status.

All the work carried out in the routine services must be recorded with the test results on a Routine Maintenance Sheet. This is to be signed off by the Client, a copy is then left on the premises.

All corrective and additional work (**not quoted for upfront**) such as replacement parts and equipment will comply with a three-quote system.

### **3 NLSA'S RIGHTS**

The NLSA is entitled to amend any condition of this RFQ, the validity period, terms of reference, or extend the RFQ's closing date, all before the closing date. All Bidders, to whom the quotation documents have been issued, and where the NLSA has a record of such Bidders, may be advised in writing of such amendments in good time and 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 NLSA website regularly to ensure that they are updated on any amendments in this regard.

### **4 DURATION OF THE PROJECT**

4.1 The Routine Maintenance Service required shall be twelve (12) months.

### **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 to have any documentation, submitted by the successful Bidder checked or inspected by any other person or organisation.

5.4 The NLSA will not be held responsible for any costs incurred by the Bidder in the preparation and submission of the RFQ.

5.5 No upfront Payment will be done by NLSA.

5.6 The quotations shall remain valid for 60 days and may be extended at the discretion of the NLSA.

### **6 EVALUATION CRITERIA**

#### **6.1. Mandatory Pre-Evaluation (standard bid documents)**

6.1.1. Fully completed SBD 4, SBD 6.1.

6.1.2. Proof of company registration or accreditation to provide the required service.

**NB: Failure to submit the documents listed above shall result in the disqualification of your Bid.**

## 6.2. **Evaluation Stage 2:**

Prospective bidders are required to score a minimum of 70 points to proceed to the next stage of evaluation which will be price and specific goals.

## Evaluation Stage Two (2): Technical Evaluation

No	Element	0	1	2	3	4	5	Weighted
	<b>Technical</b>							<b>100</b>
<b>1.</b>	<b>Bidders Experience</b> <ul style="list-style-type: none"> <li>Provide reference letters on client's official letterhead for Access Control and CCTV projects/services successfully rendered in the past five years.</li> <li>Reference letters to include the scope of work, duration, and value of the project.</li> </ul> <p>@ 40 points = 4 contactable references with all the above requirements met.</p> <p>@ 30 points = 3 contactable references with all the above requirements met.</p> <p>@ 20 points = 2 contactable references with all the above requirements met.</p> <p>@ 10 points = 1 contactable reference with all the above requirements met.</p> <p>@ 0 points = no reference letters or letter are not compliant</p>							<b>40</b>
<b>2</b>	<ul style="list-style-type: none"> <li>Provide proof of being a licensed supplier/ installer of the specific technology installed at the NLSA which is ZK Tico for access control and Truvision Navigator for CCTV.</li> </ul> <p>@ 30 points = Proof provided</p> <p>@ 0 points = Proof not provided</p>							<b>30</b>
<b>3</b>	<b>Project / Service proposal</b> <p>Provide a detailed proposal indicating the following.</p> <ul style="list-style-type: none"> <li>Team experience - CVs of team members demonstrating relevant qualifications and experience.</li> <li>Team availability – bidder to indicate their response time. Please note that the NLSA requires a response time of one hour. Onsite safety considerations – bidder to submit the CV of their Safety Officer who will be expected to liaise with the NLSA's OHS Officer for all OHS related matters.</li> <li>Communications Plan - bidder to submit their methodology of handing calls especially on weekends and holidays.</li> <li>Reporting – bidder to provide a sample report or check sheet used to capture inspection records.</li> </ul> <p>@ 30 points = Proposal with all above requirements fully met.</p> <p>@ 20 Points = Proposal meets 1 – 3 fully met.</p> <p>@ 0 points = Proposal does not meet any of the above requirements.</p>							<b>30</b>

## 7. PRICING

### Evaluation Criteria Stage 2: Pricing

- The pricing schedule must clearly indicate the unit or item price as well as total price for the requested items.
- All cost items must be inclusive of VAT.

### 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% for Black owned companies - 20 points,
- Less than 100% for black owned companies - 10 points

8. Provide a detailed quotation (on your company letterhead) as per the following: **Routine Monthly Services as per full scope indicated above.**

The total amount per service	Price
Monthly labor cost	
General Sundries	
Call Out Fee	
Total monthly cost	

NB: Materials needed for repairs and maintenance will be purchased by the National Library of South Africa.

## 9. 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, Bid Description as a Reference; [lorraine.mongwe@nlsa.ac.za](mailto:lorraine.mongwe@nlsa.ac.za) and [quotations@nlsa.ac.za](mailto:quotations@nlsa.ac.za) OR (012) 401 9770/9700/81