



NATIONAL LIBRARY OF SOUTH AFRICA

228 Johannes Ramokhoase Street
Private Bag X397
Pretoria
0001

5 Queen Victoria Street
Cape Town
8001

TERMS OF REFERENCE / SPECIFICATIONS FOR ENTERPRISE RESOURCE PLANNING (ERP) TRAINING.

CLOSING DATE: 14 MARCH 2024

TIME: 11:00

NB. Should you want to submit quotation, please submit to the email: 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 (NLSA) wishes to appoint a service provider to provide training for Enterprise Resource Planning (ERP).

2. SCOPE OF WORK

- 2.1 The National Library of South Africa (NLSA) wishes to appoint a qualified and experienced service provider to provide training for Enterprise Resource Planning (ERP).
- 2.2 The training is to equip 16 staff members with the necessary skills and knowledge to effectively utilize the system in their respective roles. The training will cover key modules including Administration, Alerts and Approvals, Creditors, Debtors and Banking/Financial/Journals.
- 2.3 The trainer should provide manuals covering all modules require as per number of people on each training.
- 2.4 The training should be conducted onsite at the NLSA's Pretoria campus.

Requirement	Modules Required	Number of people
SAP B1 ERP Training	Administration of SAP business one including alerts and approvals and other admin tools for ICT administrators	5
	• Full finance training which would include: ○ Banking ○ Bank Statement process ○ Incoming and outgoing payments ○ Full finance training ○ Full Journal training	10

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 TRAINING

- 4.1 The appointed service provider shall render the service within 30 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 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 All delivery of the requested equipment must be made at the specified National Library of South Africa.
- 5.8 The NLSA reserves the right to purchase and request delivery of the equipment in phases.
- 5.9 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 Mandatory - Pre evaluation (standard bid documents)
- 6.2 Completed SBD 4 and SBD 6.1 forms.
- 6.3 NB: Failure to submit the documents listed above shall result in the disqualification of your Bid.
- 6.4 All Bidders must be registered on the National Treasury Central Supplier Database (CSD) and must attach a copy of the most recent report.
- 6.5 **Technical Criteria**

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

Requirement	Modules Required	Yes/No
SAP B1 ERP Training	Administration of SAP business one including alerts and approvals and other admin tools for ICT administrators	
	• Full finance training which would include: ○ Banking ○ Bank Statement process ○ Incoming and outgoing payments ○ Full finance training ○ Full Journal training	

6.6 Preference point system.

6.6.1 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:

6.6.2 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;

Pt = Price of tender under consideration; and
Pmin = Price of lowest acceptable tender.

6.7.2. Specific Goals (maximum of 20 points):

- 100% Black owned (20 points), Less than 100% Black owned (10 points).

7. Pricing

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

8. 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 and quotations@nlsa.ac.za OR (012) 401 9766