



NATIONAL LIBRARY OF SOUTH AFRICA

228 Johannes Ramokhoase Street
Private Bag X397
Pretoria
0001

5 Queen Victoria Street
Cape Town
8001

TERMS OF REFERENCE FOR THE PURCHASE AND SUPPLY OF ONCE OFF PURCHASE AND SUPPLY OF THE FOLLOWING CCTV AND ACCESS CONTROL EQUIPMENT AND ACCESSORIES.

CLOSING DATE: 13 September 2024

TIME: 11h00

NB. *Should you want to submit a 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.

2. SCOPE OF WORK

- 2.1 This is a once off purchase and supply of the following CCTV and Access control equipment and Accessories.
- 5 x ZK TECO Access Control Power Supply + Housing
 - 28 x 12Volts 7Ah Batteries for Access Control Power Supplies
 - 16 x Metal Junction Boxes for IP Camera.
 - 5 x 43 Inch monitors- Mecer
 - 2 x Hikvision 2MP indoor IP Dome Camera

10 x Hikvision 4MP AcuSense outdoor IP Bullet Cameras.

80 x LAN Cable per meter CAT 6

NB. The successful bidder shall be required to prove of SABS standard and Warranties on every Equipment and Accessory.

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 Bid 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 Bid response to ensure that they are kept updated on any amendments in this regard.

4. DURATION OF THE PROJECT

- 4.1 This is a once off purchase and supply.

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 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 Bid.
- 5.6 The Bidder may be required to prepare for a possible presentation should the NLSA require such and the Bidder shall be notified thereof in good time before the actual presentation date. Such presentation may include a practical demonstration of products or services as called for in this Bid.
- 5.7 No upfront Payment will be done by NLSA.
- 5.11 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

6.1.1 Fully completed SBD 4, SBD 6.1 forms

7. PRICING

7.1 Provide detailed quotation covering all the supplies as per scope of work.

7.2

Description of Items	Quantity	Price (VAT Included)
ZK TECO Access Control Power Supply + Housing	5	
12Volts 7Ah Batteries for Access Control Power Supplies	28	
Metal Junction Boxes for IP Cameras	16	
43 Inch monitors- Meccer	5	
Hikvision 2MP indoor IP Dome Camera	2	
Hikvision 4MP AcuSense outdoor IP Bullet Cameras.	10	
LAN Cable per meter CAT 6	80meters	
TOTAL COST		

7.2.1 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):

Bid price

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.

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

P_s = Points scored for price of tender under consideration;

P_t = Price of tender under consideration; and

Pmin = Price of lowest acceptable tender.

Specific Goals (maximum of 20 points):-

20 points for 100% Black owned companies,

10 points if the company is not 100% black owned.

The Central Supplier Database report will provide evidence of Black Ownership status.

8. ENQUIRIES

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

For any Bid related enquiries please sent to the following email address quoting the Bid Number, Bid Description as a Reference: Lebogang.Maleka@nlsa.ac.za or 012 402 3017