



## 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 APPOINTMENT OF A SERVICE PROVIDER FOR THE PROCUREMENT OF MICROFILM READERS / SCANNERS WITH MONITORS FOR THE NATIONAL LIBRARY OF SOUTH AFRICA (NLSA), PRETORIA AND CAPE TOWN CAMPUSES.

**CLOSING DATE: 12 FEBRUARY 2024**

**TIME: 11H00**

**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](mailto:Quotations@nlsa.ac.za)

#### 1. BACKGROUND

- 1.1. National Library of South Africa (NLSA), 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. NLSA is one of the institutions that has publications in different formats including microform, which is believed to be a long-term preservation media.
- 1.3. The collection varies from 16 mm, 35 mm microfilm rollers, flat microfiche cards, aperture cards, etc.

## **2. SCOPE OF WORK**

2.1. NLSA seeks to appoint a service provider to deliver and install microfilm readers / scanners with monitors at Pretoria and Cape Town Campuses.

<b>Campus</b>	<b>Description</b>	<b>Quantity</b>
Cape Town	Microfilm reader/printers with monitors	2
Pretoria	Microfilm reader/printers with monitors	2

2.2. All equipment provided must be new (unused).

2.3. The appointed service provider shall be responsible for repairs and maintenance (3 Years) of the solution in accordance with the agreed Service Level Agreement (SLA).

2.4. Equipment supplied must be supported by South African service providers after the conclusion of the contract / warranty period.

2.5. Minimum of three (3) years direct support, including software updates and remote support available.

2.6. Bidder must be able to provide remote assistance when needed, the maximum turnaround time for support should be 24 hours.

2.7. Full training on usage, assembling and operation of the microfilm reader.

## **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 of delivery and installation of microfilm readers / scanners within 30 days after a Purchase Order is issued.

## **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. Delivery of the microfilm readers / scanners must be made at the NLSA Cape Town and Pretoria campuses.
- 5.8. The NLSA reserves the right to purchase and request delivery of the microfilm readers / scanners in phases.
- 5.9. The quotation valid for a period of 30 days and may be extended at the discretion of the NLSA.

## **6. EVALUATION CRITERIA**

### **6.1. Mandatory**

- 6.1.1. The bidder must submit valid proof of accreditation from their proposed solution's OEM.

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

### **6.2. Pre Evaluation (standard bid documents)**

- 6.2.1. Fully completed SBD 4 and SBD 6.1, forms.
- 6.2.2. Prospective bidder must be registered on Central Supplier Database.

### **6.3. Evaluation stage one (1): Technical Evaluation**

#### **Microfilm / Scanners x4**

Requirement	Technical Specification	Yes/No
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Microfilm Formats	Microfilm reader/scanner supports the specific microfilm formats you have in your library, such as 16mm or 35mm microfilm.	
Scanning Resolution	The devices with a high scanning resolution to capture clear and detailed images from the microfilm. A resolution of at least 600 dpi (dots per inch) is recommended for quality scans.	
Image Enhancement	The readers/scanners should offer features like image enhancement, such as brightness, contrast, and sharpness adjustments, to improve the readability of the microfilm images.	
Film Handling	The readers/scanners should have ease of loading and handling microfilm rolls or cartridges. They must have features like automatic film threading and motorized film transport to simplify the process.	
Printing and Saving Options	The devices should allow for printing or saving scanned images in various formats, such as PDF or JPEG, for easy access and archival purposes.	
Search and Indexing	Microfilm readers/scanners must offer advanced search and indexing capabilities so to enable users to quickly navigate through large collections of microfilm and locate specific information	
Connectivity and Integration	The reader/scanner must be capable to connect to a computer or network for seamless data transfer. Integration with library management systems or document management software may also be beneficial.	
User Interface	A clear and intuitive interface with easy-to-use controls can enhance the user experience and minimize training requirements.	
Physical Space and Ergonomics	Considerations like adjustable height, tilt, and screen positioning are important for user comfort during prolonged use.	
Maintenance and Support	The availability of technical support (on-site / remote), a 3year on-site warranty coverage, and the reputation of the manufacturer or vendor, the reliability and durability of the device, as well as the availability of replacement parts if needed.	

### All-in-One Computer x4

Requirement	Technical Specification	Yes/No
Display	31.5" diagonal 4K UHD display (3840 x 2160)	
Motherboard	Rotini	

Memory & Storage	18 GB memory; 1 TB SSD	
Processor	Intel Core i9 13 <sup>th</sup> Generation	
Graphics	NVIDIA GeForce RTX 2070 (8 GB GDDR6 dedicated)	
Network Interface	Integrated 10/100/1000 GbE LAN	
Wireless	Realtek RTL8822CE 802.1a/b/g/n/ac (2x2) Wi-Fi and Bluetooth 5 combo	
Peripherals	USB wired keyboard and mouse	
Operating System	Windows 11 professional	
Maintenance and Support	3year on-site warranty	

#### 6.4. 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): -**

Specific Goals – Ownership	Points
100% Black Ownership	20 Points - 100% Black Ownership
	10 Points – Less than 100% Black Ownership

## 6.5. Evaluation Criteria Stage 2: Pricing

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

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

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

Item	Microfilm Reader	PC and Monitor
Item cost inclusive of VAT		
Delivery and installation Cost		
Three (3) Years Warranty		
Three years (3) maintenance and Support		
Training		
Software (for three years)		

## 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; [lebogang.maleka@nlsa.ac.za](mailto:lebogang.maleka@nlsa.ac.za) and [quotations@nlsa.ac.za](mailto:quotations@nlsa.ac.za) OR (012) 402 3017/