



NATIONAL LIBRARY OF SOUTH AFRICA

228 Johannes Ramakhoase Street
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Cape Town
8001

TERMS OF REFERENCE FOR BOARDROOM AUDIO SYSTEM UPGRADE.

CLOSING DATE: 06 March 2025

TIME: 11:00

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 to appoint the service provider for the upgrade of the audio system in the boardroom, encompassing the replacement of existing microphones, the integration of an audio recording system, and the implementation of real-time transcription capabilities

2. SCOPE OF WORK

Technical Requirements

2.1 Boardroom Old/Current Equipment

2.2 New Equipment and installation: (Refer to the pictures)

2.2.1 Microphones:

The vendor is required to supply and install 11 conference-grade microphones with the following specifications:

- **Type:** Gooseneck or boundary microphones
- **Features:**
 - High audio clarity and speech intelligibility.
 - Noise cancellation and echo reduction.
 - Durability and aesthetic suitability for a boardroom setting.
 - Integrated mute functionality or touch-sensitive controls.

2.2.2 Audio Recording System

The system must:

- Provide high-quality audio recordings of all boardroom discussions.
- Include sufficient storage for a minimum of 30 hours of recordings with secure backup options.
- Offer a user-friendly interface for managing and accessing recordings

2.2.3 Transcription System

The transcription system must:

- Deliver real-time transcription of audio captured through microphones.
- Support multiple speakers and include speaker identification capabilities.
- Integrate with the audio recording system for synchronized playback and transcription.
- Enable exporting of transcriptions in multiple formats (e.g., PDF, Word).
- Utilize AI technology for transcription with support for multiple accents and languages, if applicable.

2.2.4 Integration and Connectivity

The system must:

- Integrate seamlessly with the existing boardroom audio-visual setup.
- Be compatible with conferencing platforms (e.g., Zoom, Microsoft Teams).
- Support wired or wireless operation, as required.

2.3 Performance Expectations

- Clear audio capture with minimal distortion during live use and in recordings.
- Accurate transcription with at least 90% accuracy under normal conditions.
- Minimal technical issues and ease of setup during operations.

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 that the delivery shall be concluded within 30 days after issuing the Purchase Order.

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. The quotation is valid for a period of 30 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 and SBD 6.1, forms.

6.1.2. All bidders must be registered on the National Treasury Central Supplier Database

6.2 Technical Evaluation

N/A

6.2. 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% Black owned (20 points), 10 points for other than 100% black owned.

6.3. Evaluation Criteria Stage 2: Pricing

6.3.1. The quotation must provide a pricing schedule which clearly sets out the cost of providing the services including any applicable charges.

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

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

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; Judy.Moshige@nlsa.ac.za and quotations@nlsa.ac.za OR (012) 401 9766