



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 NETWORK MAINTENANCE AT THE CAPE TOWN CAMPUS

Closing Date: 10 December 2025

TIME: 11H00

Compulsory Briefing Session Closing date: 04 December 2025

TIME: 09H00

Compulsory Briefing Session

National Library of South Africa

5 Queen Victoria Street

Cape Town Campus

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 seeks to appoint a qualified service provider to undertake network maintenance at two buildings of the Cape Town Campus. The main campus is located at 5 Queen Victoria Street, and the other building (Centre for the Book) is located at 62 Queen Victoria Street. The scope of work includes:

- the installation of a fibre link between the network cabinets in rooms B34 and G37 (5 Queen Victoria Street),
- the termination of Cat6 network cables in room G37 (5 Queen Victoria Street) at both the patch panel within the network cabinet and the designated network endpoints.
- Installation of three CAT6 network points (62 Queen Victoria Street)
- Core drilling between Ground Floor and Basement (62 Queen Victoria Street)

2. SCOPE OF WORK

2.1 The National Library of South Africa seeks to appoint a qualified service provider to undertake network maintenance at the Cape Town Campus, located at 5 Queen Victoria Street.

The scope of work includes:

- the installation of a fibre link between the network cabinets in rooms B34 and G37 (5 Queen Victoria Street),
- the termination of Cat6 network cables in room G37 (5 Queen Victoria Street) at both the patch panel within the network cabinet and the designated network endpoints.
- Installation of three (3) CAT6 network points (62 Queen Victoria Street)
- Core drilling between Ground Floor and Basement (62 Queen Victoria Street)

A compulsory site visit is required to ensure that the service provider is fully familiar with the room layouts and the maintenance work to be undertaken.

Main campus – 5 Queen Victoria Street

The estimated distance of the fibre link between the two network cabinets located in rooms B34 and G37 is approximately 50 metres.

The service provider must make provision for all costs associated with the installation, including splice trays, splice cassettes, pigtails, patch leads, fibre testing, and any other required materials. All fibre components must be clearly labelled, and the cost of such labelling must be included in the installation pricing.

The scope of work also includes the relocation and reconnection of a Wireless Access Point in room G37.

Fourteen Cat6 network cables have already been installed within the data trunking in room G37, running from the network cabinet to the designated endpoint locations (13 computers and one Wireless Access Point).

The service provider is required to supply the necessary components and complete the termination of all cables at both the network cabinet and the respective endpoints. Below are listed some of the components required:

- Brush panel 1U - Black.
- 24 Port STP Modular Patch Panel – Populated
- Cabinet lock (*for the existing 12U network cabinet*)
- CAT6 patch leads (15)
- CAT6 fly leads (15)
- Keystones to install in existing data ducting (13 for computers)
- Surface mount box and keystone (for Wireless Access Point that will be relocated)
- Installation of one additional CAT6 cable from Wireless Access Point to network cabinet.

The installation cost must also include the labelling of all network points at both ends.

Centre for the Book – 62 Queen Victoria Street

Three (3) CAT6 network points are to be installed by the service provider.

All three CAT6 network points must be clearly and accurately labelled at both the network cabinet and the endpoint locations. The cost of all labelling, including materials and labour, must be included in the quotation.

As the existing route to one of the endpoints is fully utilised, core drilling between the Ground Floor (Foyer) and the Basement will be necessary to establish a new cable pathway. The service provider is required to conduct all necessary concrete scanning prior to undertaking any core drilling. All associated costs for the scanning and verification processes must be included in the quotation.

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 The appointed contractor shall make an undertaking that the work shall be completed within 30 days after issuing of 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 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 General Conditions of Contract will be applicable to this Bid.
- 5.6 The NLSA will not be held responsible for any costs incurred by the Bidder in the preparation and submission of the Bid.
- 5.7 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.
- 5.8 No upfront Payment will be done by NLSA.
- 5.9 The quotations shall remain valid for a period of 30 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.
- 6.1.2 All bidders must be registered on the National Treasury Central Supplier Database.

7. Evaluation Stage Two (2): Technical Evaluation

N/A

8. PRICING

- 8.1 Provide detailed quotation covering all the works to be done as per scope of work.

8.1.1 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

$P_{\min}$ = Price of lowest acceptable tender.

Specific Goals (maximum of 20 points):-

Company based in the Western Cape Province = 20 points.

Companies based outside of the Western Cape Province = 10 points.

9. 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

Description as a Reference; Judy.Moshige@nlsa.ac.za and Quotations@nlsa.ac.za OR (012) 402 3017