



NATIONAL LIBRARY OF SOUTH AFRICA

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TERMS OF REFERENCE FOR NETWORK UPGRADE AND ELECTRICAL INSTALLATION AT THE CAPE TOWN CAMPUS.

RFQ CLOSING DATE: 26 March 2025

TIME: 11H00

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 (NLSA) wishes to appoint a service provider to upgrade the network infrastructure at the Cape Town Campus (5 Queen Victoria Street) and Centre for the Book (62 Queen Victoria Street). This includes the installation of electrical plug points in two rooms (G36 & G37), and disconnecting of electrical plug points in another room (G36).

2. SCOPE OF WORK

- 2.1 The National Library of South Africa wishes to appoint a service provider to upgrade the network infrastructure at the Cape Town Campus (5 Queen Victoria Street) and Centre for the Book (62 Queen

Victoria Street). This includes the installation of electrical plug points in two rooms (G37 and G36), and disconnection of 24 electrical plug points in room G36. The Campus currently has **Cat6** cabling and the NLSA wishes to upgrade to **Cat6a**.

The installation of fibre uplinks between network cabinets is also required.

NB: The service provider should remove existing network cables to replace with the new network cables. Where needed new routing should be created.

Below follows a description of what is required:

2.1.1 Server room (S06) – 5 Queen Victoria Street

Note: - The current installation in the server room has three (3) 28-port network switches. The NLSA is replacing these switches with two (2) 48-port network switches (under a separate tender).

The service provider therefore needs to cater for (supply and installation) **two (2) 48-port Cat6a patch panels** and the necessary **brush panels** to accommodate the cabling. The service provider should include patch cords, fly leads (endpoint side) trunking and any other consumables required for the installation of these network connections. Labeling to be done at the endpoint (computer, printer, etc), patch panel and both ends of the patch cord/lead.

From the network cabinet in the server room there are **seventy-five (75) network points** (Cat6) that need to be upgraded to **Cat6a**.

Multimode Fibre Uplinks (OM3) are required from the server room to:

- **Room F17** (Admin, First Floor),
- **Room B10** (Camera Control Room, Basement),
- **Room B15** (BSCM, Basement),
- **Room B34** (Basement).

Via the uplinks from Room S06 (Server Room) to Room B34, fibre uplinks will further extend to:

- Room **G36** (Reference) and
- Room **G37** (Red Space).

Distance for fibre uplinks	
Uplink	Distance
Server room (S06) to Admin (F17)	58 metres
Server room (S06) to Camera Control Room (B10)	68 metres
Server room (S06) to BSCM (B15)	110 metres
Server room (S06) to Room B34	135 metres
B34 to G36 (Reference)	62 metres
B34 to G37 (Red Space)	50 metres

The above distances will again be mentioned under the below sections.

2.1.2 Admin (F17) – 5 Queen Victoria Street

Note: - The network cabinet in this room currently has a 28-port and a 52-port network switch which will be replaced by the NLSA under a separate tender.

The service provider therefore needs to cater for (supply and installation) **one (1) 24-port** and **one (1) 48-port patch panel**, and the necessary **brush panels** to accommodate the cabling.

From this network cabinet there are **forty-eight (48) Cat6** network points that need to be upgraded to **Cat6a**. The service provider should include patch cords, fly leads (endpoint side), trunking and any other consumables required for the installation of these network connections. Labeling to be done at the endpoint (computer, printer, etc), patch panel and both ends of the patch cord/lead.

The service provider should also cater for (supply and install) all the components required for the fibre uplink to the Server room (S06) such as fibre cable, pigtails, patch panel, patch cords, splice cassettes, etc.

As mentioned under Server Room (S06) above, the distance from the Server Room (S06) to Room F17 is **58 metres**.

2.1.3 Camera Control Room (B10)

Note: - The cabinet in this room contains a 28-port network switch that will be replaced by the NLSA under a separate tender.

The service provider therefore needs to cater for (supply and installation) a **24-port Cat6a patch panel** and a **brush panel** to accommodate the cabling.

From this network cabinet there are **five (5) Cat6** network points that need to be upgraded

to **Cat6a**. The service provider should include patch cords, fly leads (endpoint side), trunking and any other consumables required for the installation of these network connections. Labeling to be done at the endpoint (computer, printer, etc), patch panel and both ends of the patch cord/lead.

The service provider should also cater for (supply and installation) all the components required for the fibre uplink to the Server room (S06) such as fibre cable, pigtails, patch panel, patch cords, splice cassettes, etc.

As mentioned under Server Room (S06) above, the distance from the Server Room to Room B10 is **68 metres**.

2.1.4 BSCM (B15) – 5 Queen Victoria Street

Note: - The cabinet in this room contains a 28-port network switch that will be replaced by the NLSA under a separate tender.

The service provider therefore needs to cater for (supply and installation) a **24-port Cat6a patch panel** and a **brush panel** to accommodate the cabling.

From this network cabinet there are **twenty-one (21) Cat6** network points that need to be upgraded to **Cat6a**. The service provider should include patch cords, fly leads (endpoint side), trunking and any other consumables required for the installation of these network connections. Labeling to be done at the endpoint (computer, printer, etc), patch panel and both ends of the patch cord/lead.

The service provider should also cater for (supply and installation) all the components required for the fibre uplink to the Server room (S06) such as fibre cable, pigtails, patch panel, patch cords, splice cassettes, etc.

As mentioned under Server Room (S06) above, the distance from the Server Room to Room B15 is **110 metres**.

2.1.5 BSCM (B21) – 5 Queen Victoria Street

Note: - The cabinet in this room contains a 10-port network switch which the NLSA will replace under a separate tender with a 28-port.

The service provider therefore needs to cater for (supply and installation) a **24-port Cat6a patch panel** and a **brush panel** to accommodate the cabling.

From this network cabinet there are **sixteen (16) Cat6a** network points that need to be installed.

The service provider should include patch cords, fly leads (endpoint side) trunking and any other consumables required for the installation of these network connections. Labeling to be done at the endpoint (computer, printer, etc), patch panel and both ends of the patch cord/lead.

2.1.6 Room B34 (Basement) – 5 Queen Victoria Street

Note: - The cabinet in this room currently contains **two (2) 24-port** and **one (1) 52-port** network switches which will be replaced by the NLSA with **two (2) 48-port** network switches under a separate tender.

The service provider therefore needs to cater for (supply and installation) **two (2) 48-port Cat6a patch panels** and the necessary **brush panels** to accommodate the cabling.

From this network cabinet there are **fifty (50) Cat6** network points that need to be upgraded to **Cat6a**. The service provider should include patch cords, fly leads (endpoint side), trunking and any other consumables required for the installation of these network connections. Labeling to be done at the endpoint (computer, printer, etc), patch panel and both ends of the patch cord/lead.

From this cabinet three fibre uplinks are needed:

- The uplink between this room (B34) and the Server Room (S06) as mentioned above under Server Room (S06)
- one to **Room G36** (Reference) and another to **Room G37** (Red Space). These uplinks should then connect via the fiber uplinks between the cabinet in Room B34 and the cabinet in the Server Room (S06).

The service provider should also cater for all (supply and installation) the components required for the fibre uplink to the Server room (S06), and for the further extension of fibre to Room G36 (Reference) and Room G37 (Red Space) such as fibre cable, pigtails, patch panel, patch cords, splice cassettes, etc.

As mentioned under Server Room (S06) above, the distance from the Server Room (S06) to Room B34 is **135 metres**.

2.1.7 Reference (G36) – 5 Queen Victoria Street

Note: - There is a 24-port network network switch in this room that will be replaced by the NLSA with a 28-port network switch under a separate tender.

The service provider has to supply and install a **12U network cabinet, 24-port patch panel** and a **brush panel** to be installed under the Reference Desk counter to accommodate the cabling.

Two electrical double plug points need to be moved to the side to create space for the installation of the cabinet, and an additional double plug point should be installed.

In this section/room there are **twenty-four (24) electrical plug points** that need to be removed. This includes disconnecting the cables from the DB Board.

From this network switch there are **thirteen (13) Cat6** network points that need to be upgraded to **Cat6a**. The service provider should include patch cords, fly leads (endpoint side), trunking and any other consumables required for the installation of these network connections. Labeling to be done at the endpoint (computer, printer, etc), patch panel and both ends of the patch cord/lead.

The service provider should also cater for (supply and install) all the components required for the fibre uplink to Room B34 such as fibre cable, pigtails, patch panel, patch cords, splice cassettes, etc.

As mentioned under Server Room (S06) above, the distance from the Server Room (S06) to Room B34 is **135 metres**.

2.1.8 Red Space (G37)- 5 Queen Victoria Street

There is an existing 12U network cabinet that needs to be removed from the wall, and mounted in a different location in the same room. The cabinet also needs a lock which the service provider should provide.

The NLSA will acquire a 28-port network switch through a separate tender.

The service provider needs to cater for (supply and installation) a **24-port Cat6a patch panel, brush panel** and **power supply unit** in the cabinet.

The service provider has to supply and install Dual Exec duct trunking (double channel for data and power) for the network and electrical plug points that are to be installed by the service provider, in order to fit in with the existing trunking in this room.

The service provider will have to supply and install the following electrical plug points (new) in the

trunking/power skirting:

- 15 normal/older SA standard (SANS 164-1) plugs
- 19 new SA standard (SANS 164-2) plugs
- 15 dedicated (red) plugs

There are six (6) existing plug points (SANS 164-1) in the room that the service provider needs to move down into the newly installed trunking/power skirting. The service provider should supply and install the same SANS 164-1 plugs for these six points, as they will supply for the new plug points.

The service provider will have to connect the abovementioned plugs to the DB Board located in the same room (G37) providing for all the necessary components such as Earth leakage, circuit breakers, etc.

The service provider will have to install **fourteen (14) new Cat6a network points** in this room. The service provider should include patch cords, fly leads (endpoint side), trunking and any other consumables required for the installation of these network connections. Labeling to be done at the endpoint (computer, printer, etc), patch panel and both ends of the patch cord/lead.

The service provider is required to move **one (1) Wireless Access Point** to a different location in the same room (G37).

The service provider should also cater for (supply and installation) all the components required for the fibre uplink to Room B34 such as fibre cable, pigtails, patch panel, patch cords, splice cassettes, etc. The distance from the location where the cabinet is to be mounted in this room (G37), to Room B34 is **50 metres**.

The service provider will have to provide for core drilling (including scanning) to provide access from the Ground level to the Basement (G37 to B34).

2.1.9 Room F32 – 5 Queen Victoria Street

Note: - There is a 28-port network switch in this room that will be replaced by the NLSA with a 28-port network switch under a separate tender.

The service provider needs to cater for (supply and installation) a **24-port Cat6a patch panel** and a **brush panel**.

From this network switch there are **twelve (12) Cat6** network points that need to be upgraded to **Cat6a**. The service provider should include patch cords, fly leads (endpoint side), trunking and any other consumables required for the installation of these network connections. Labeling to be done at the endpoint (computer, printer, etc), patch panel and both ends of the patch cord/lead.

2.1.10 Room B54 – 5 Queen Victoria Street

Note: - There is one 10-port switch in this room that the NLSA will replace with a new 10-port switch under a separate tender.

The service provider needs to cater for a **24-port Cat6a patch panel** and a **brush panel** to cater for the network cables.

From this network switch there are **seven (7) Cat6** network points that need to be upgraded to **Cat6a**. The service provider should include patch cords, fly leads (endpoint side), trunking and any other consumables required for the installation of these network connections. Labeling to be done at the endpoint (computer, printer, etc), patch panel and both ends of the patch cord/lead.

2.1.11 Room BAS09 – 62 Queen Victoria Street

Note: - There are two (2) 28-port network switches in this room that the NLSA will replace with two (2) new 28-port network switches under a separate tender.

The service provider needs to cater for (supply and installation) **two (2) 24-port Cat6a patch panels** and the necessary **brush panels** to cater for the cabling.

From this network switch there are **thirty-three (33) Cat6** network points that need to be upgraded to **Cat6a**.

An **additional Cat6a network point** is required in the Foyer at the Ground level (one level up from this room). It will require core drilling to provide access from Room BAS09 to the Foyer directly above. The service provider will therefore need to include scanning and core drilling on the quotation for this connection. The service provider should include patch cords, fly leads (endpoint side), trunking and any other consumables required for the installation of these network connections.

Labeling to be done at the endpoint (computer, printer, etc), patch panel and both ends of the patch cord/lead.

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.

6.2 Mandatory

- 6.2.1 Qualifications

GlobalSix Cabling Certificate or equivalent, and a valid GlobalSix SITA accredited letter.

Trade test certificate for electrician. (To certify the electrical work done after completion).

7. Evaluation Stage Two (2): Technical Evaluation

7.1 Only those service providers who meet all the requirements as listed below, and to the satisfaction of the NLSA shall be considered.

No	Criteria	Weight	Point	Score
1	Technical Proposal/Plan Detailed quotation for scope of work to be completed. • If you provide a detailed quotation (Points=2) • If you do not provide a detailed quotation (Points =0)	40		
2	Provide the following details. A. Detailed CVs to indicate the experience of the Cabling installer. • 5 years or more of relevant experience (Points = 5) • 4 years of relevant experience (Points = 4) • 3 years of relevant experience (Points= 3) • 2 years of relevant experience (Points = 2) • 1 year of relevant experience (Points = 1) • No experience indicated (Points = 0)	30		
3	Experience of service provider in providing similar work (as required by NLSA in the scope of work) to other institutions. Provide contactable reference letters. The letters must be on the company's letterhead including contact name(s), address, phone number, indication of when the work was done, a brief description of the services that you provided and the level of satisfaction. • 5 Projects or more (Points=4) • 4 Projects (Points=3) • 3 Projects (Points=2) • 1 or 2 Projects (Points= 1) • 0 Projects (Points = 0)	30		

	Please note: Reference letters that do not contain all the requirements will not be considered.			
	Total Points	100		
	Minimum threshold for technical	70		

Only bidders scoring 70% and more will be evaluated further on price and specific goals.

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.

Bidder will get 0 points if the lease or municipality rates and taxes or tribal authority letter are not attached.

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; Quotations@nlsa.ac.za OR (012) 401 9766