



NATIONAL LIBRARY OF SOUTH AFRICA

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TERMS OF REFERENCE FOR THE QUALIFIED SERVICE PROVIDER TO PROVIDE EXPERIENCED APPLICATION DEVELOPMENT SERVICES TO THE NLSA.

CLOSING DATE: 17 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

The National Library of South Africa (NLSA) is a premier African institution tasked with the collection, preservation, and dissemination of South Africa's national documentary heritage. As a custodian of this heritage, NLSA promotes awareness, appreciation, and access to published works both nationally and internationally, contributing significantly to the country's cultural development and prosperity. The NLSA operates from its campuses located in Pretoria and Cape Town.

2. SCOPE OF WORK

2.1. Introduction

The purpose of this document is to define the role, responsibilities, and expected deliverables of an experienced software/application developer. This developer will be responsible for the design, development, and maintenance of software applications and systems, ensuring the technical aspects are effectively addressed.

2.2. The experienced software/application developer will be expected to:

2.2.1. Develop and maintain applications: Design, develop, and deploy high-quality software solutions.

- 2.2.2. Collaborate with cross-functional teams: Work with project managers, UX/UI designers, and other developers to create and refine the product.
- 2.2.3. Write efficient code: Produce clean, efficient, and well-documented code, following best practices and company standards.
- 2.2.4. Ensure system optimization: Optimize applications for maximum speed, scalability, and security.
- 2.2.5. Troubleshoot and debug: Identify, troubleshoot, and resolve software defects and system performance issues.
- 2.2.6. Maintain software version control: Use version control tools like Git and ensure the repository is managed effectively.
- 2.2.7. Testing: Write unit tests, integration tests, and participate in the overall testing process.
- 2.2.8. Technical documentation: Provide clear and concise documentation for software development processes, including code comments, system requirements, and troubleshooting guides.
- 2.2.9. Adhere to deadlines: Deliver high-quality results within agreed-upon timelines and maintain regular updates with the team on progress.
- 2.2.10. Monitor the application's performance and implement necessary updates.
- 2.2.11. Ensure the application remains scalable and secure.
- 2.2.12. Work with other developers, designers, and project managers to ensure the project meets deadlines and specifications.
- 2.2.13. The developers must have Linux and windows operating systems for setting up application/web servers environments.
- 2.2.14. Collaborate with stakeholders to refine and adjust features.
- 2.2.15. Test and debug code to ensure functionality, performance, and security.
- 2.2.16. Conduct code reviews and optimize existing codebase for efficiency.

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 to deliver the services over a six-month period.

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.

6.2. Evaluation stage one (1): Mandatory requirements

- 6.2.1. A. detailed CV of the lead developer
- 6.2.2. Portfolio: Portfolio on GitHub

6.3. 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): locality: Gauteng based = 20 points, and 10 points outside of Gauteng. CSD will be used to confirm locality.

6.4. Evaluation Criteria Stage 2: Pricing

1.1.1. The quotation must provide a pricing schedule which clearly sets out the cost of providing the services as follows:

Activity	Hourly Rate(VAT inclusive)
1. Conceptualisation	
2. Coding and debugging	
3. Testing and deployment	
4. Meetings / Report development	
5. Maintenance	
6. Other services (If any please specify):	

7. ENQUIRIES

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

For any RFQ related enquiries please send 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